

## University of Mary Washington Staff Search Checklist

- Review the Position Description** (EWP) The first step in posting / advertising to fill a position is to ensure that the Position Description is accurate and solid. The posting is based upon the Position Description (EWP); when you create the posting, content will be pulled from the EWP into the posting. Filling the position will be much easier if the EWP is complete and accurate. Once you have reviewed and updated the EWP, you will transition it to the CCA, who will begin the institutional review process.
- Create the Posting:** The Hiring Manager will use the approved position description to create the posting in Careers. This will include:
  - The advertisement;
  - The salary range;
  - A close date, or first review date for Open until Filled postings;
  - Advertising sources;
  - Search committee members (If known; may be added later); and
  - Screening questions, with or without disqualifying criteria.
- Approval to Conduct Searches:** Each search must be approved in advance. Part of this approval is the approval of the salary / hiring range. This applies to searches for new positions as well as searches for existing positions that become vacant. These approvals will be gathered as the Posting moves thru the workflow.
- Establish the Search Committee:** This may be done when the Posting is created, or before interviews are held.
- Interview Questions:** Submit a copy of the interview questions to HR for approval.
- Screening Sheet:** Use the Screening Sheet provided by HR to conduct Applicant Screening. Make sure that it is obvious who you wish to interview. Submit the completed screen sheet to HR for approval.
- Notify Candidates** to be interviewed and set up interview schedule.
- Transition Applicants** in Careers as appropriate.
- Conduct Interviews:** Interview the approved, selected candidates.
- Finalize your selection:** Select the candidate who you wish to hire.
- Applicant Documentation:** Obtain signed application form and, as applicable, signed selective service form from all male, in-person interviewees.
- Interview Documentation:** Submit all interview documentation to HR.
  - **Interview Notes:** question responses from each candidate, as noted by each interviewer,
  - **Work samples**, if completed
  - **Reference check** forms
  - **Other documentation** used to evaluate the candidates during the interview process
- Transition Applicants** in Careers as appropriate.
- Conduct Reference Check:** Use the [Reference Check form](#) to document the conversations.
- Conditional Job Offer:** Make the Conditional Job Offer upon the approval by Human Resources. Use the conditional offer verbiage from the Search Handbook.
- Hiring Proposal:** Create the Hiring Proposal in Careers.
- Background Check:** Request the [Background Check](#). This consists of two parts: The TrueScreen check and the State Police check.
- Notify** unsuccessful Applicants personally or by way of Careers.
- Close the Search:** The search will be closed once all steps are complete.

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For additional information, please see:

- [Hiring @ UMW](#)
- [Staff Search Procedure Handbook](#)